









# UNITED WAY CALIFORNIA CAPITAL REGION BOARD TRANSMITTAL MEMO

**PRESENTED TO:** *Board of Directors*

**DATE:** *May 23, 2012*

<b>SUBJECT:</b> <i>Election Process</i>	<b>Attachment:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Handout:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RECOMMENDED BY:</b> <i>Robert M Harris, PhD, Chair Board Development &amp; Nominating Committee</i>	<b>TYPE OF ITEM:</b> <input checked="" type="checkbox"/> Information <input type="checkbox"/> Review/Comment <input type="checkbox"/> Action <input type="checkbox"/> Consent / Routine
<b>APPROVED FOR CONSIDERATION BY:</b> <i>Robert M. Harris</i>	

## **REQUEST**

To review and be prepared to participate in the new election process shown below.

## **BACKGROUND**

The Board of Directors has decided to adopt an every-other-month meeting schedule. That schedule does not include June or December meetings.

However, our bylaws currently call for directors to be elected in June and December and for officers to be elected in June.

United Way will eventually amend its bylaws to formalize a new process and altered timing, but in the meantime, Board Development & Nominating Committee has developed a new election process that maintains openness and transparency without necessitating that a board meeting be called just to conduct the election.

Following is methodology developed by staff and approved by the Committee for the June, 2012, election.

## **OVERVIEW**

Ballots will be distributed to current board members by email, regular mail and through the board members' portal on the United Way website.

Ballots will include blank spaces for write-in candidates for each office. Ballots will also include a space for the signature of the voting director.

Ballots may be returned by regular mail, facsimile or as an email attachment. Emails will not be accepted as ballots. To be counted, ballots must be signed.

In order to be elected, a board or officer candidate must receive affirmative votes from a majority of the current directors (15 votes).

The sequence of events will be as follows:

- May 9, lists of director and officer nominees were circulated via email and the online board portal to all current directors. May 16 an additional new director candidate was circulated; deadline for responses with concerns or other nominations is June 15.
- June 18, ballots will be distributed to all current directors using regular mail, email and the online board portal.
- June 28, all ballots must be received by close of business by regular mail, facsimile or email attachment. Ballots must be signed and dated by the voting director.
- June 29, staff counts ballots, reports results to the Committee via a telephonic meeting and the Committee will note to certify results.

### **STATUS**

This process was approved by the Committee at its May 9 meeting and modified during its May 16 telephonic meeting because of the additional director candidate.